

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): World Vision Incorporated and Save the Children

Travel date(s): September 28, 2019 through October 5, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$2,827.77	\$731	\$349.27	\$166.10 (for business visa)
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

(c) Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached itinerary.

11/04/2019
Mary Katherine (Katie) Wright
TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

11/04/2019
(Date)

Mary Katherine (Katie) Wright
(Printed name of traveler)

Mary K. Wright
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/4/19
(Date)

(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC AUG28'19PM12:31

Name of Traveler: Mary Katherine WrightEmploying Office/Committee: Office of Senator Tim KainePrivate Sponsor(s) (list all): Save the Children and World VisionTravel date(s): September 28 through October 5, 2019*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Malawi, Africa

Explain how this trip is specifically connected to the traveler's official or representational duties:

As the healthcare policy advisor for domestic and global issues for Senator Tim Kaine this trip will provide a deeper understanding of the challenges in this region and the U.S. Government's role in overseas development assistance in particular maternal and child health, nutrition, and early child development

Name of accompanying family member (if any): n/aRelationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/28/2019
 (Date)

Mary Katherine Wright
 (Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Tim Kaine hereby authorize Mary Katherine Wright
 (Print Senator's/Officer's Name) (Print Traveler's Name)

I am an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/28/19
 (Date)

Tim Kaine
 (Signature of Supervising Senator/Officer)



August 6, 2019

Katie Wright
Health Policy Advisor
Senator Tim Kaine
231 Russell Senate Office Building
Washington, D.C. 20510

Dear Katie:

World Vision and Save the Children are pleased to invite you on a unique Learning Trip to Malawi. There, you will have the opportunity to see firsthand how U.S. investments are working to address Malawi's key development challenges and improve the health of vulnerable populations. The trip will take place from September 28 – October 5, 2019 (including travel days) and include meetings with U.S., Malawian, and NGO partners, visits to program sites in the field, and interactions with community workers and those who benefit from these programs.

We hope this trip will be a resource for your office as you consider the U.S. Government's role in overseas development assistance, in particular maternal and child health, nutrition, and early child development. On the trip, you'll visit World Vision, Save the Children, and partner programming focused on solving key challenges in these areas. You'll have the opportunity to interact with community workers and beneficiaries, as well as witness innovative development solutions that are empowering hundreds of thousands of Malawians. You'll also dialogue with government officials who implement these solutions on a local and national stage.

Despite over 50 years of peaceful independence, Malawi remains one of the poorest countries in the world, with more than half of the country's 19 million people living below the poverty line. In FY18, Congress appropriated more than \$250 million for foreign assistance to Malawi, with more than 75 percent supporting the health sector. Although Malawi continues to score poorly on major health indicators for maternal, infant, and under-5 mortality, Malawi has achieved dramatic gains by focusing on the improved delivery of essential health services. The Government of Malawi reduced maternal mortality by 53 percent between 1990 and 2013, and Malawi is one of few sub-Saharan African countries that achieved Millennium Development Goal (MDG) 4 for child survival by 2015. Even with the gains in child health, 37 percent of Malawian children suffer from chronic malnutrition. Over a third of established positions in the health sector are vacant, and there is a perpetual shortage of qualified health workers in facilities across the country. Such tremendous health challenges, combined with constrained economic resources and marginalized women and youth, place a significant burden on the health system. USAID programs improve social development and increase sustainable livelihoods. Our partnership with the government and Malawians is based on true accountability and collaboration.

We hope that you will be able to participate in this exciting educational opportunity. Please feel free to reach out if you have any questions.

Sincerely,

Robert Zachritz
Vice President, Advocacy & Government Relations
World Vision US

Michael Klosson
Vice President, Policy and Humanitarian Response
Save the Children

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The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

World Vision is coordinating international and domestic travel arrangements and site visits. Save the

Children is coordinating in-country meetings with US and Malawi governments and site visits. Both

organizations are jointly coordinating all other planning and conducting of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

World Vision is a child-focused development organization operating in Malawi since 1982. Save the

Children has been working in Malawi since 1983 and works to ensure children are protected and healthy.

The trip relates to the sponsor missions by highlighting how health issues in Malawi impact poverty.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Over the past 6 years, World Vision has sponsored 10 Congressional trips. Save the Children has not

previously sponsored Congressional trips in recent years.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Each sponsor hosts congressional briefings, educational meetings, and provide educational materials for congressional offices to assist with understanding of foreign affairs issues, particularly as they relate to children and their families.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$4,000 (See addendum B)	\$711 (See addendum B)	\$315 (See addendum B)	\$120 (See addendum B)
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B, the trip is organized specifically with regard to congressional participation

18. Reason for selecting the location of the event or trip

Malawi is a priority country for several U.S. government health programs, which is the focus area for the trip, and both World Vision and Save the Children have strong capacity in the country.

19. Name and location of hotel or other lodging facility:

President Walmont Hotel (Lilongwe, Malawi), Sunbird Ku Chawe Hotel (Zomba, Malawi), Sunbird Mount Soche Hotel (Blantyre, Malawi)

20. Reason(s) for selecting hotel or other lodging facility:

All three hotels were chosen due to adequate security and proximity to meetings and site visits.

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

SIGNATURE PAGE FOR ADDITIONAL SPONSOR

(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the September 28-October 5, 2019 trip

Signature of Travel Sponsor: Will Carey

Name and Title: Jill Carney, Associate Director of Global Health and Development Policy

Name of Organization: Save the Children

Address: 899 N. Capitol St. NE, Suite 900

Telephone Number: 202-794-1869

Fax Number: _____

E-mail Address: jcarney@savechildren.org

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Malawi Congressional Staff Learning Trip

September 28 – October 5, 2019

Transit Day – Saturday, September 28

11:00am Depart Washington, D.C. from Dulles to Lilongwe on Ethiopian Airlines

Day 1 – Sunday, September 29

3:30pm Arrival in Malawi – Staff will be at the airport to greet the group.

4:00pm–5:15pm Transit to President Walmont hotel and check in.

6:30pm–8:00pm Welcome working dinner with World Vision and Save the Children Malawi staff. Overview of the two organizations and programs in Malawi.

Overnight: President Walmont, Lilongwe

Day 2 – Monday, September 30

Location: Lilongwe

Attire: Business Casual

8:30am–9:30am Working breakfast. Security and protocols briefing.

9:30am–11:30am USAID Mission Briefing with Mission Deputy Director Catie Lott and representatives from Maternal and Child Health, Nutrition, Education and Food Security teams. Discussion will focus on U.S. government investments, strategies, and priorities in Malawi, with the goal of giving trip participants an improved understanding of the U.S. government's role in these sectors. In particular, we will focus on the health sector as the primary focus area for the trip. This discussion will help set the stage for field visits and give context to the work that will be seen over the course of the trip.

11:45am Transit to Latitudes Restaurant for lunch

12:00pm–1:30pm Working lunch with World Vision and Save the Children Malawi staff and other development partners. Debrief of meeting with USAID and discussion of challenges and opportunities for partnership with the US government from the perspectives of implementing partners. Invited partners include Management Sciences for Health, the World Food Program, and Baylor University

1:30pm–2:00pm Transit to Malawi Ministry of Health.

2:00pm–3:30pm Meeting with Malawi Ministry of Health officials, including Minister of Health and Population Hon. Jappie Mhango and other technical experts on maternal and child health, nutrition, HIV/AIDS, and malaria. Discussion of the current health challenges in Malawi and priorities for the government, including efforts to improve domestic funding for global health and strategies to address the leading causes of death for mothers and children. Meeting will help grow understanding of the role of the Ministry of Health and Population and how it works in collaboration with the U.S. government.

4:00pm–4:30pm	Transit to hotel
6:00pm–7:30pm	Working dinner – debrief of the day and review of next day's itinerary.

Overnight: President Walmont, Lilongwe

Day 3 – Tuesday, October 1

Location: Mangochi

Attire: Casual

7:00am	Breakfast at President Walmont and check out
8:00am–8:45am	Transit to Lilongwe airport for charter flight to Mangochi
8:45am–9:30am	Check in for charter flight
9:30am–10:30am	Flight to Mangochi – scene setter discussion in transit with pre-reads on the project visits.
11:00am–12:30 pm	Visit to Mangochi – Adolescent Girls and Young Women (AGYW) and Global Fund Projects: highlight comprehensive approach to empower AGYW through encouraging young girls to stay in school, improving hygiene awareness, and facilitating village savings and loans for women doing handmade crafts. Hear testimonies of transformation from some program beneficiaries from out-of-school and in-school clubs
12:30pm–1:30 pm	Working lunch in Mangochi. Discussion with World Vision staff on outcomes of the AGYW and Global Fund Projects; time for Q&A
1:30pm– 4:00pm	Visit to a village clinic: demonstrate comprehensive approach to reducing malaria mortality and morbidity through expansion of vector control, testing and treatment at health facility and community level, and social and behavior change communication.

4:00pm–5:15pm	Transit to Sunbird Ku Chawe Hotel
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6:30pm–8:00pm	Working dinner– debrief of the day and review of next day's itinerary
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Overnight: Sunbird Ku Chawe Hotel, Zomba

Day 4 – Wednesday, October 2

Location: Machinga/Zomba

Attire: Casual

7:30am	Breakfast and hotel check out
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8:30am–10:00am	Visit to Machinga District Hospital. Brief meeting with District Health Management Team to discuss US government support of the hospital, followed by a tour of several Wards, including maternity and pediatric.
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10:30am–12:00pm	Visit to Mlomba Health Centre and meet with the Health Action Committee, which is supported by the Machinga Demand Creation and Social Accountability Project, funded by USAID. Hear from the Committee, comprised of community volunteers, about the role they play in facilitating care and liaising with both Health Centre beneficiaries and providers to improve health services.
12:30pm–1:30pm	Working buffet lunch. Discussion with World Vision staff on outcomes of the Machinga Demand Creation Project and time for Q&A
1:30pm–2:30pm	Transit to Save the Children program.
2:30pm–4:00pm	Visit to Gologota Primary School to observe implementation of a Learner Treatment Kit clinic, which aims to improve school attendance by training teachers to diagnose and provide treatments for malaria. Tour the school—including new gender-specific hygiene facilities that promote water, sanitation and hygiene (WASH)—observe Inclusive Literacy Boost lessons and meet with teachers and school authorities.
4:00pm–5:00pm	Transit to Blantyre and hotel check in
6:30pm–8:00pm	Working dinner – review of next day’s itinerary

Overnight: Sunbird Ku Mount Soche, Blantyre

Day 5 – Thursday, October 3

Location: Blantyre

Attire: Casual



7:00am	Breakfast and check out of hotel
7:45am–8:30am	Transit to Libuda Village Health Outreach Clinic
8:30am–10:00am	Visit Libuda Village Health Outreach Clinic—connected by the Mdeka Health Centre—operated by Save the Children and funded through the Pfizer Foundation. This clinic focuses on Family Planning (FP) and Immunization (EPI). The project promotes access to services by integrating FP and EPI to allow the community members access services closer to them and reducing the number of visits in accessing services. Discussion with 2-3 beneficiaries of the program on how it has benefited them and their family.
10:00am–10:45am	Transit to ENACT project.
10:45am–12:30pm	Meet with staff, community leaders, and beneficiaries of the ENACT (Engendered Nutritional and Climate Resilience Actions in Vulnerable Communities Together) project, operated by Save the Children, which focuses on improving nutrition, food security and building resilience for vulnerable communities and households. View demonstrations and discuss how the project has supported households with nutrition, cooking, village savings and loan, kitchen gardens, livestock, WASH, and disaster risk reduction activities.
1:00pm–2:00pm	Working lunch. Discussion with Save the Children staff on ENACT project and outcomes, including time for Q&A.

2:00pm–2:45pm	Transit to Blantyre airport.
3:30pm–4:30pm	Charter flight to Lilongwe.
5:00pm–5:45pm	Transit to President Walmont Hotel and check in
6:30pm–8:00pm	Working dinner – debrief of the day and review of next day's itinerary

Overnight: President Walmont Hotel, Lilongwe

Day 6 – Friday, October 4

Location: Lilongwe

Attire: Casual

9:00am-11:00am	Debriefing breakfast with World Vision and Save the Children Malawi national teams and representatives from USAID. Review of visits and impressions/questions. The U.S. Ambassador to Malawi, Robert Scott, will stop by around 10:00 a.m. to participate in the discussion.
1:00pm	Check out of hotel
1:30pm-2:15pm	Transit to Lilongwe airport
4:00pm	Depart for Dulles on Ethiopian Airlines

Transit Day – Saturday, October 5

8:40am Arrive at Dulles

Addendum A

Jess Pavel, Legislative Assistant
Megan Reiss, Nat'l Security Policy Adviser
Daisy Beldsoe-Herring, Legislative Aide
Katie Wright, Health Policy Adviser
Matt Williams, National Security Advisor
Katie Peake, Legislative Correspondent
Devin O'Brien, Legislative Correspondent
Allison Feikes, Legislative Assistant
Kate Hunter, Legislative Assistant
Judd Gardner, Legislative Assistant
Igor Khrestin, National Security Advisor
Kyle Green, Legislative Correspondent
Dylan Clement, Legislative Correspondent
Katherine Jackson, Professional Staff
Mike Callesen, Policy Analyst
Cassie Leonard, Legislative Assistant
Nick Rawls, Policy Adviser
Wayne Jones, Policy Adviser
Kendall Garraway, Legislative Assistant
Sam Fellman, Policy Adviser
Ani Toumajan, Legislative Assistant
Liz Lewis, Senate Foreign Relations
Katie Perry, Legislative Correspondent
Robert Waisanen, Legislative Assistant
Katherine Close, Legislative Aide
Erum Ali, Policy Adviser
Maggie Angel, Legislative Correspondent
Bethany Carter, Legislative Assistant

Nic Adams, Nat'l Security Adviser
Dan Gerig, Legislative Assistant
Emily Crow, Legislative Correspondent
Brett Fetterly, Nat'l Security Adviser
Paris Cervantes, Legislative Correspondent
Sophia Lalani, Policy Adviser
Kevin Lawson, Sr Policy Adviser
Brandt Anderson, Nat'l Security Adviser
Megan Zavertrnik, Nat'l Security Adviser
Don Archer, Legislative Assistant
Amber Bland, Legislative Counsel
Bill Bode, Legislative Assistant
Elana Broitman, Senior Adviser
Josh Carter, Nat'l Security Adviser
Grace Cason, Legislative Aide
Dan Dunham, Legislative Assistant
Sally Farrington, Legislative Correspondent
Cole Lyle, Legislative Assistant
Zach Lewis, Legislative Correspondent
Edward Linczer, Legislative Assistant
Nathan Paxton, Legislative Assistant
Annie Humphrey, Legislative Correspondent
Susan Occhipinti, Legislative Assistant
Liz Banicki, Legislative Assistant
Scott Graber, Legislative Assistant
Baxter Carr, Legislative Assistant

Addendum B

Comparison of U.S. Department of State per diem rates for Malawi and the daily expenses for this trip:

- U.S. Department of State daily maximum per diem rates for Malawi (including lodging and M&IE):
 - Lilongwe – \$236 (lodging \$150, M&IE \$86)
 - Blantyre – \$230 (lodging \$146, M&IE \$84)
 - Zomba (Mangochi) - \$198 (lodging \$117, M&IE \$81)
- Daily expenses for this trip:
 - September 29 – City: Lilongwe
Lodging - \$147, meals - \$30 (good faith estimate), total = **\$177**
 - September 30 – City: Lilongwe
Lodging - \$147, meals - \$75 (good faith estimate), total = **\$222**
 - October 1 – City: Zomba/Mangochi

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Addendum C:

Additional explanation of charter flight

World Vision plans to charter in-country flights (inquiries in progress) for travel from Lilongwe to Machinga on October 1st and from Blantyre to Lilongwe on October 3rd. Class of travel is coach.

We have chartered due to security and logistics concerns.

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**Effectivity: DORNIER 228-100/-200/-101/-201/-202 for Normal Category
228-212 for Commuter Category**

**Effectivity: DORNIER 228-100/-200/-101/-201/-202 for Normal Category
228-212 for Commuter Category**

05-65-69 - Authority Approval Sheet